

Dear Child and Adult Care Food Program Participants:

PLEASE READ THE ENTIRE MESSAGE PRIOR TO PARTICIPATING

We are pleased to announce the details for the CACFP Recordkeeping (RK) **and** Financial Management (FM) Training sessions that will be presented via a live webinar on **August 20, 2013**. Each session will be accessible via a web link with RK and FM sessions having its own separate links. If you plan to attend both webinars, you will have to log out of the Recordkeeping webinar, after its completion, and click on the link for the Financial Management webinar in order to attend this session. You may log into the Blackboard webinar up to 30 minutes prior to the respective start time. We suggest that you log in early to ensure you are present for the start of the webinar. For those who are unable to attend, webinars will be recorded and posted to the DPI training webpage for later viewing.

SIGNING IN ON THE DAY OF THE WEBINAR (No need to register prior to August 20, 2013)

The links listed by each session will bring you to the respective webinar and power point presentation.

Recordkeeping Training: 9:00-10:00 AM

- The RK webinar will cover Guidance Memorandum and contract changes, review CACFP requirements (income statements, enrollment form, how to prepare for a review) and cover civil rights requirements. Attending this webinar will meet the annual training requirement for key staff.
- **Recordkeeping Training webinar login:**
<https://sas.illuminate.com/m.jnlp?sid=2012293&password=M.90E2A6B081DD30BE930CCE0FA1CC8F>

Financial Management: 1:00-2:00 PM

- The FM webinar will provide an overview of specific financial management requirements pertaining to the Child and Adult Care Food Program. Including completion and submission of the *Nonprofit Food Service Financial Report*, tracking of food program costs & revenue, and allowable food program costs.
- **Financial Management Training webinar login:**
<https://sas.illuminate.com/m.jnlp?sid=2012293&password=M.6955B98E3ED30B4C08D2011405D214>

If your computer is equipped with audio, you will hear the presentation over your computer. Listening via your computer is the preferred method. If your computer has no sound and/or speakers, you may call into the teleconference to listen to the live webinar. Here are those instructions:

- Teleconference phone number: 1-877-820-7831
- Pin number/Participant Passcode: 191522#

****NOTE: YOU WILL USE THE SAME PHONE NUMBER AND PIN NUMBER/PARTICIPANT PASSCODE TO ACCESS BOTH SESSIONS (RK & FM) VIA THE PHONE.****

After you click on the links, you will be prompted to enter 'Session Login' by filling in your name. Please enter agency name and agreement number. After you click 'Log In', "Meeting.jnlp" file will begin to download to your computer.

- If the download does not start, make sure that you have allowed pop-ups through your browser preferences, or that a pop-up blocker is not preventing the download
- If it does not open automatically, you may need to open the download. This download will be called "Meeting.jnlp" or "Meeting" and will appear at the bottom of your screen.

Once you have opened the download, wait approximately one minute to be placed in the session.

Prior to using Blackboard Collaborate you will want to Prepare your Computer

- Click here to [Check your System](#)—this link can be used prior to the day of the webinar to ensure your computer is compatible with the Blackboard system.
- Your computer may prompt you to download Java and you will need this program in order to run the webinar through Blackboard.
 - You may have Java on your computer, but, it may need to be updated. Please go to this link to ensure you have the most current version: Click here to download [Java](#)
- Audio portion can be heard through your computer or you may call in via a phone to hear the presentation (See above). Here is a link to an Audio Set up Wizard Guide: http://fns.dpi.wi.gov/files/fns/pdf/audio_setup.pdf
- If you have issues with getting Blackboard Collaborate to work, please contact the Blackboard Collaborate Support toll free phone number at 1-877-382-2293.

On the day of the webinar, August 20, you will want to log into **EACH** session prior to the start time to ensure everything on your end is equipped for the presentation. Blackboard may ask you to select connection speed (i.e.-wireless, cable/DSL, etc.), please select what is appropriate for your agency.

Please pass this e-mail onto any individuals within your organization that will benefit from the webinar as this email is only being sent to the Authorized Representatives.

If you have any questions, please contact Shiela Coulton at Shiela.Coulton@dpi.wi.gov or (608) 267-9129.

Thank you.

Community Nutrition Team
Wisconsin Department of Public Instruction

Click below to learn more about the Community Nutrition Team:

